

## **MVAC MINUTES JANUARY 9, 2008**

The meeting was held on January 9, 2007 at Dept of Wildlife, Big Horn Conference Room. Art Hale started the meeting at 9:00 a.m.

In attendance: John Coco – Telecomm, Donna Thompson – DNR-Landboard, Mike Finneman – PARKS, Cindy Raiolo – DOR DMV, Kerry White – DCS, Rick Malinowski – DCS, Barb Crawford – DOW, Barb Garcia – DOHE Metro, Carol Hoisington – CDOT, Alan Stocker – CDOT Motor Pool, Donna Little – CDOT, Kathy Baum – DOC, Cynthia Barker – DNR Water Resources, Patti Hughes – CDOT, Michael Stadler – DOHE UNC, Karen Griggs – CSP, Patti Torres – DOLE, Kyle Shelton – CSP, Maria Hernandez – DOH, Natalia Swalnick – Amer Lung Assoc, Kelley Waite – CDHS, Deann Valadez – Lottery, Brenda Hardwick – State Risk, Nick Wighowstu – State Risk, Fred Trujillo – LAW, Representing Fleet – Art Hale, Sonny Otero, Bob Giovanni, Ron Clatterbuck, Claudia Stevens. On teleconference: Mike Lucero – DOAG, Nancy Martinez – DOHE Pikes Peak CC.

Introductions were made around the room.

### **New DOT Laws – Bob Giovanni**

It has been brought to our attention by the State Patrol, that not all of our vehicles are in compliance with USDOT regulations. Any vehicle or combination of vehicle and trailers that exceeds 10,001 lbs Gross Vehicle Weight Rating (GVWR) must have an identifying sticker from your agency and must have registered USDOT numbers on the doors. It is free to register these vehicles with the USDOT on the State Patrol website. Use the link to take you there directly: [http://csp.state.co.us/downloads/mcsap\\_intrastateapp.pdf](http://csp.state.co.us/downloads/mcsap_intrastateapp.pdf) This is under the Motor Carrier Safety section of their website. They have an application you can download. There needs to be one emblem on the driver's door identifying your agency and the DOT numbers. It will be up to your agency to get decals made for the DOT numbers that will be assigned. This law was passed in 2006 so you need to catch up on making sure your vehicles are in compliance. I have included an attachment of the application. You must also carry reflective triangles or safety flares, fire extinguisher, mileage logbooks, hours of service forms, pre & post trip inspections reports, annual DOT vehicle inspection report which must be in vehicle at all times, orange safety vest, and a first aid kit in these vehicles.

### **Safety Matters – Risk Mgmt-Insurance - New on-line Accident Form – Brenda**

Joel Hirschboeck has received some information regarding the insurance coverage on the SB015 vehicles but not a lot. He has not received any copies of the actual policies for these vehicles. Please send him a copy of the policy so Risk can analyze the different types of coverage's that are out there. Per Sonny DOC is the only one that has the Marsh coverage on the oversized vehicles. After they get more information they will schedule a meeting with Art to go over this.

The new on-line accident form is ready to go. I have attached a copy of it with the minutes. It will also be on the Fleet Mgmt website.

**Fuel Card – Wright Express new code settings. Setting up users for view only access on the WEX account – Claudia.**

We are still having problems with some of the service stations miscoding transactions. The only categories we are allowed to use the WEX fuel card for are: fuel, oil, washer fluid, & car washes, and after hours towing. If your people are getting denied they can advise the attendant to code under one of the approved categories. It may take a while to get everyone on board. Some of the stations have to have their software changed in order for the purchases to get coded correctly. Continue to let us know of stations that cannot code our purchases accurately and we will let Wright Express know so they can educate the stations.

If you need to get user view access to Wright Express please call Theresa Harris at 303 866-5489 or e-mail her at [theresal.harris@state.co.us](mailto:theresal.harris@state.co.us). Her email is also in the Global Address List.

**Underutilization, Vehicle Bids and Replacements – Ron**

There were 64 vehicles on this years underutilization list. Ron only sent the information to agencies that had vehicles on the list. Seven of the vehicles on the list were highlighted in yellow to indicate they have made the list two years in a row. These are the vehicles that will be highly scrutinized by the JBC/OSPB for possible turn-in or reduction. If you don't have a highlighted vehicle you need not be too concerned for now but if it shows up again next year it could be up for turn-in or reduction. It's a really good time to check your vehicles utilization now so you can make changes if a vehicle is being over-utilized or underutilized.

**Vehicle Bids and Replacements:** Terry has entered all the orders for new vehicles for FY08 except ones that need more clarification. If you have not sent in your new vehicle orders please send them in immediately or you may lose your opportunity. By the end of January Terry will be sending out the "Final Order Sheets" to each agency which is a summary of their orders. Please verify the vehicle orders to be sure everything is correct. Call Terry Sisneros at 303 866-5482 immediately if something is missing or incorrect. After the Final Order Sheets, you will receive the "New Vehicle Registration Reports". On this report you will enter in the billing codes for both the fixed and variable, the physical address for each vehicle, and the utilization code. The terms cannot be modified because the JBC approved the funding based on a certain terms. If you have extenuating circumstances then give Ron a call if a term should be shortened. We can ask the JBC but there are no guarantees that it can be changed. 90% of the new vehicles are delivered between Mar 1 and Jun 30. As soon as we get them licensed and a fuel card received Terry will call the Vehicle Coordinator so they can make arrangements to pick up the vehicle. We usually get several calls (once a day, once a week...) from individuals (not the vehicle coordinator) wanting to know if their new vehicle has arrived. We would prefer those people to go through the Vehicle Coordinator. Terry will let you know the minute these vehicles are ready for pick up. We also want them picked up on a timely basis so we can make room for more to be delivered. If you need to change the turn-in vehicle let Terry or Dave know. Dave recently sent out the "delayed" and "short-term" turn-in list. These vehicles need to be turned in ASAP. I have included a copy of the turn in requirements as a reminder.

Remember on law enforcement lighting equipment these need to be removed and destroyed by the agency before bringing the vehicle to SFM. If you put them in a

dumpster make sure to destroy or remove the red and blue lenses. It is a felony for anyone to use red and blue emergency lighting unless you are in law enforcement.

**SB015 variable rates** will be established and used for the Jan 08 billing. These rates will be in effect for the rest of the fiscal year and through FY09. Non 015 vehicle rates will be established sometime in April and will be effective July 1, 2008. For now there will be no mileage utilization requirements on SB015 vehicles because the vehicles are intended for specialized use. The variable rates on the SB015 vehicles will be by class codes like we have on the undersize vehicles.

SFM has not received the specifics of any numbers or requirements to reducing the fleet. We still want to recommend getting rid of any oversize vehicles that you are not using. These can be used as turn-ins for the new vehicles.

**Overdue PM's, Oil Sample Analysis, Vehicle Maintenance, Warranty, TBA – Sonny**  
Almost everyone is keeping up on the maintenance. Only about 3 to 4% of the vehicles are on the overdue list. The "myfleet" website does not work for PM's. The only thing that works is the odometer entry input area however we would prefer that you enter them directly into CARS. Our IT department is in the process of purchasing a new system to make our website operational again. Once all the bugs are worked out and the testing is completed, we should be back up and running again, although this could take awhile. If you need information on the PM's and don't have CARS call our authorization group and they can help you.

#### **Round Table to review ideas to reduce Fuel Consumption and Vehicle Miles Traveled – Rick**

Rick handed out an outline for some proposed strategies for the 25-in-5 reductions of fuel consumption and vehicle miles traveled. The displacement uses the 2006 vehicle count as the baseline. That includes approx 3800 vehicles. Vehicles that are exempt are: emergency response vehicles, road maintenance & construction, law enforcement, SB015 vehicles, and short term vehicles. Remember that additional vehicles approved will not be taken out so we will actually have to reduce more than 25% to meet the goal. Rick would like to set up some focus groups with the drivers since they are the ones that can make the positive changes. Hopefully we can provide educational resources for distribution to the drivers on a monthly basis. Possibly we could have some intradepartmental competition.

Today we have two people on teleconference for this meeting. We will be setting up a permanent teleconference number for these meetings. This is a perfect example for displacing fuel and miles. There is a form in the fleet website that you can report how much you displaced by using teleconferencing. We want to be able to track any progress we have made.

On the Wright Express website you can check where the best fuel prices are before fueling up and that accepts the WEX card. It also gives out that information for E85 locations.

The GEM project has come out with an idea of using trip logs for approx 2 weeks. Then the data could be analyzed to see if the vehicles are being used efficiently and where there could be improvements. This is only in the draft stage now.

**The Decision Points that came out of the outline are:**

MVAC coordinators are asked to provide Rick with names and contact information by Feb 8 of the focus groups that he can present this information to. It was suggested that we also include budget directors as well as drivers. It was proposed that we set up 2 locations in Denver for the focus groups as well as 1 location in Greeley and 1 location in Colorado Springs. It was decided that the best way to distribute educational material is to send it to the MVAC coordinators and they can distribute the information to their people. Rick is available to meet with any of your people. Rick cbr at 303 866-5349.

**Greening State Government Initiatives, Implementation – Art**

Art currently has 23 tentative agreements with municipalities to use their fuel sites. Some of them also carry E85 & bio-diesel. In Colorado there are currently 51 E85 stations, 19 new ones are on the way and hopefully 70 to 75 stations in the next 6 months.